

## New Compensation Model – Transition Worksheet

Name of Minister: \_\_\_\_\_

Pastoral Charge: \_\_\_\_\_

Presbytery and Conference: \_\_\_\_\_

### Step 1 – Determine if the minister’s salary + housing is less/greater than the new COL minimum

Current Annual Salary \_\_\_\_\_

Current Annual Housing Allowance \_\_\_\_\_

ADD: Current Salary + Housing \_\_\_\_\_ A

COL group to which pastoral charge has been assigned: \_\_\_\_\_

Increment (years of service) category of minister: \_\_\_\_\_

COL group minimum: \_\_\_\_\_ B

Current Salary + Housing (A) subtract COL group minimum (B) \_\_\_\_\_ C

**If the amount for C is negative**, then the minister’s new salary is the COL group minimum (B).

The pastoral charge is encouraged to make this increase as soon as possible and no later than June 30, 2018. Pastoral charges may wish to phase the new minimum salary in over time.

**If the amount for C is positive**, then proceed to Step 2...

### Step 2 – Calculate the amount & percentage above the new minimum

Current Salary + Housing amount higher than new minimum \_\_\_\_\_ C from above

Current Salary + Housing as a % higher than new minimum  
Divide (C) by COL group minimum (B), then multiply by 100 \_\_\_\_\_ D

In transitioning the minister’s salary to the new compensation model, if the current level of compensation is not maintained, then a Joint Needs Assessment and presbytery approval are required (*The Manual*, I.1.5.2). To avoid this, the amount (C) or percentage (D) above the new minimum must be calculated and maintained for future annual cost of living and years-of-service increases.

**Please provide a copy of this worksheet to the minister, the governing body of your local ministry unit (Official Board of your pastoral charge) for inclusion in their minutes, the presbytery, and the Conference office for inclusion in the minister’s Personnel File.**